



Texas Commission on Environmental Quality

**UTILITY PROFILE & WATER CONSERVATION
PLAN REQUIREMENTS
FOR MUNICIPAL WATER USE BY RETAIL PUBLIC
WATER SUPPLIERS**

This form is provided to assist entities in water conservation plan development for municipal water use by a retail public water supplier. Information from this form should be included within a water conservation plan for municipal use. If you need assistance in completing this form or in developing your plan, please contact the conservation staff of the Resource Protection Team in the Water Availability Division at (512) 239-4691.

Name of Entity: _____

Address & Zip: _____

Telephone Number: () **Fax:** ()

Water Right No.(s): _____

**Regional Water
Planning Group:** _____

**Groundwater
Conservation District:** _____

Form Completed By: _____

Title: _____ **Email:** _____

Signature: _____

**Name and Phone Number of Person/Department responsible for implementing a water
conservation program:** _____

UTILITY PROFILE

I. POPULATION AND CUSTOMER DATA

A. Population and Service Area Data:

1. Attach a copy of your service-area map and, if applicable, a copy of your Certificate of Convenience and Necessity (CCN).

2. Service area size (square miles): _____

3. Current population of service area: _____

4. Current population served:

a. water _____

b. wastewater _____

5. Population served by water utility
for the previous five years:

6. Projected population for
service area in the following
decades:

Year	Population	Year	Population
_____	_____	<u>2020</u>	_____
_____	_____	<u>2030</u>	_____
_____	_____	<u>2040</u>	_____
_____	_____	<u>2050</u>	_____
_____	_____	<u>2060</u>	_____

7. List source/method for the calculation of current and projected population:

B. Active Connections: Senate Bill 181 requires that uniform consistent methodologies for calculating water use and conservation be developed and available to retail water providers and certain other water use sectors as a guide for preparation of water use reports, water conservation plans, and reports on water conservation efforts. A water system must provide the most detailed level of customer and water use data available to it, however, any new billing system purchased must be capable of reporting data for each of the sectors listed below.
http://www.tceq.texas.gov/assets/public/permitting/watersupply/water_rights/sb181_guidance.pdf

1. Current number of active connections. Check whether multi-family service is counted as Residential _____ or Commercial _____

<u>Treated water users:</u>	Metered	Not-metered	Total
Residential	_____	_____	_____
Single- Family	_____	_____	_____
Multiple - Family	_____	_____	_____
Commercial	_____	_____	_____
Industrial/Mining	_____	_____	_____
Institutional	_____	_____	_____
Agriculture	_____	_____	_____
Other/Wholesale	_____	_____	_____

2. List the net number of new connections per year for most recent three years:

Year	_____	_____	_____
Residential	_____	_____	_____
Single- Family	_____	_____	_____
Multiple - Family	_____	_____	_____
Commercial	_____	_____	_____
Industrial/Mining	_____	_____	_____
Institutional	_____	_____	_____
Agriculture	_____	_____	_____
Other/Wholesale	_____	_____	_____

C. High Volume Customers:

List annual water use for the five highest volume customers

	Customer	Use (1,000gal./yr.)	Treated or Raw Water
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

II. WATER USE DATA FOR SERVICE AREA

A. Water Accounting Data

1. Amount of water use for previous five years (in 1,000 gal.):
Please circle: Diverted Water or Treated Water

Year	_____	_____	_____	_____	_____
January	_____	_____	_____	_____	_____

February	_____	_____	_____	_____	_____
March	_____	_____	_____	_____	_____
April	_____	_____	_____	_____	_____
May	_____	_____	_____	_____	_____
June	_____	_____	_____	_____	_____
July	_____	_____	_____	_____	_____
August	_____	_____	_____	_____	_____
September	_____	_____	_____	_____	_____
October	_____	_____	_____	_____	_____
November	_____	_____	_____	_____	_____
December	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____

Indicate how the above figures were determined (e.g., from a master meter located at the point of a diversion from the source or located at a point where raw water enters the treatment plant, or from water sales).

2. Amount of water (in 1,000 gallons) delivered (sold) as recorded by the following account types for the past five years.

Year	_____	_____	_____	_____	_____
Residential	_____	_____	_____	_____	_____
Single- Family	_____	_____	_____	_____	_____
Multiple - Family	_____	_____	_____	_____	_____
Commercial	_____	_____	_____	_____	_____
Industrial/Mining	_____	_____	_____	_____	_____
Institutional	_____	_____	_____	_____	_____
Agriculture	_____	_____	_____	_____	_____
Other/Wholesale	_____	_____	_____	_____	_____

3. List previous five years records for water loss (the difference between water diverted (or treated) and water delivered (or sold))

Year	Amount (gal.)	%
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Projected Water Demands:

If applicable, attach or cite projected water supply demands from the applicable Regional Water Planning Group for the next ten years using information such as population trends, historical water use, and economic growth in the service area over the next ten years and any additional water supply requirement from such growth.

III. WATER SUPPLY SYSTEM DATA

A. Water Supply Sources

List all current water supply sources and the amounts authorized with each:

	Source of water	Amount Authorized
Surface Water:	_____	_____ acre-feet
Groundwater:	_____	_____ acre-feet
Contracts:	_____	_____ acre-feet
Other:	_____	_____ acre-feet

B. Treatment and Distribution System

1. Design daily capacity of system: _____ MGD
2. Storage Capacity: Elevated _____ MGD, Ground _____ MGD
3. If surface water, do you recycle filter backwash to the head of the plant?
Yes _____ No _____. If yes, approximately _____ MGD.
4. Please attach a description of the water system. Include the number of treatment plants, wells, and storage tanks. If possible, include a sketch of the system layout.

IV. WASTEWATER SYSTEM DATA

A. Wastewater System Data

1. Design capacity of wastewater treatment plant(s): _____ MGD
2. Is treated effluent used for irrigation on-site _____, off-site _____, plant washdown _____, or chlorination/dechlorination _____?
If yes, approximately _____ gallons per month.
3. Briefly describe the wastewater system(s) of the area serviced by the water utility. Describe how treated wastewater is disposed of. Where applicable,

identify treatment plant(s) with the TCEQ name and number, the operator, owner, and, if wastewater is discharged, the receiving stream. If possible, attach a sketch or map which locates the plant(s) and discharge points or disposal sites.

B. Wastewater Data for Service Area

1. Percent of water service area served by wastewater system: _____%
2. Monthly volume treated for previous three years (in 1,000 gallons):

Year	_____	_____	_____
January	_____	_____	_____
February	_____	_____	_____
March	_____	_____	_____
April	_____	_____	_____
May	_____	_____	_____
June	_____	_____	_____
July	_____	_____	_____
August	_____	_____	_____
September	_____	_____	_____
October	_____	_____	_____
November	_____	_____	_____
December	_____	_____	_____
Total	_____	_____	_____

- V. **In addition to the utility profile, please attach the following as required by Title 30, Texas Administrative Code, §288.2. Note: If the water conservation plan does not provide information for each requirement, an explanation must be included as to why the requirement is not applicable.**

Specific, Quantified 5 & 10-Year Targets

The water conservation plan must include specific, quantified five-year and ten-year targets for water savings to include goals for water loss programs and goals for *municipal use in gallons per capita per day* (see Appendix A). Note that the goals established by a public water supplier under this subparagraph are not enforceable.

Metering Devices

The water conservation plan must include a statement about the water suppliers metering device(s), within an accuracy of plus or minus 5.0% in order to measure and account for the amount of water diverted from the source of supply.

Universal Metering

The water conservation plan must include and a program for universal metering of both customer and public uses of water, for meter testing and repair, and for periodic meter replacement.

Unaccounted-For Water Use

The water conservation plan must include measures to determine and control unaccounted-for uses of water (for example, periodic visual inspections along distribution lines; annual or monthly audit of the water system to determine illegal connections; abandoned services; etc.).

Continuing Public Education & Information

The water conservation plan must include a description of the program of continuing public education and information regarding water conservation by the water supplier.

Non-Promotional Water Rate Structure

The water supplier must have a water rate structure which is not "promotional," i.e., a rate structure which is cost-based and which does not encourage the excessive use of water. This rate structure must be listed in the water conservation plan.

Reservoir Systems Operations Plan

The water conservation plan must include a reservoir systems operations plan, if applicable, providing for the coordinated operation of reservoirs owned by the applicant within a common watershed or river basin in order to optimize available water supplies.

Enforcement Procedure & Plan Adoption

The water conservation plan must include a means of implementation and enforcement which shall be evidenced by 1) a copy of the ordinance, resolution, or tariff indicating **official adoption** of the water conservation plan by the water supplier; and 2) a description of the authority by which the water supplier will implement and enforce the conservation plan.

Coordination with the Regional Water Planning Group(s)

The water conservation plan must include documentation of coordination with the regional water planning group(s) for the service area of the public water supplier in order to ensure consistency with the appropriate approved regional water plans.

Additional Requirements:

Required of suppliers serving population of 5,000 or more or a projected population of 5,000 or more within ten years

1. The plan must include a description of the program of leak detection, repair, and water loss accounting for the water transmission, delivery, and distribution system in order to control unaccounted-for uses of water.
2. A requirement in every wholesale water supply contract entered into or renewed after official adoption of the plan (by either ordinance, resolution, or tariff), and including any contract extension, that each successive wholesale customer develop and implement a water conservation plan or water conservation measures using the applicable elements in this chapter. If the customer intends to resell the water, the contract between the initial supplier and customer must provide that the contract for the resale of the water must have water conservation requirements so that each successive customer in the resale of the water will be required to implement water conservation measures in accordance with the provisions of this chapter.
3. Any additional water conservation strategies that are necessary to achieve the stated water conservation goals.

Plan Review and Update:

A public water supplier for municipal use shall review and update its water conservation plan, as appropriate, based on an assessment of previous five-year and ten-year targets and any other new or updated information. The public water supplier for municipal use shall review and update the next revision of its water conservation plan not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. The revised plan must also include an implementation report.

Best Management Practices Guide

The Texas Water Development Board's (TWDB) Report 362 was completed by the Water Conservation Implementation Task Force. Report 362 is the Water Conservation Best Management Practices (BMP) Guide. The BMP Guide is a voluntary list of management practices that water users may implement in addition to the required components of Title 30, Texas Administrative Code, Chapter 288. The BMP Guide is available on the TCEQ's website at. http://www.tceq.texas.gov/permitting/water_supply/water_rights/conserve.html